

Wyoming Prevention Framework Community Grant Report

Attachment B

This report is for this time period

February 2007 - June 30, 2007

Feb 07-June 30,
07

Please email this report as an **attachment** to...
Substance Abuse & Mental Health Services Division, Wyo
Dept. of Health
lisa.laake@health.wyo.gov

Today's Date

County

Contract Organization Name

3-May-07

Uinta

Uinta County

For information call 1-800-535-4006
or 307-777-6494

Your Name

Your Mailing Address

City, State, Zip

Your Work Phone Number

Fax

Your Work Email Address

Tera Lawlar

162 Ridge Lane

Evanston, WY 82930

307-789-6363

307-789-3944

snowvolleyball@msn.com

Please keep both a hard-copy and file copy for your records

| Item | Contract Deliverables | Date due | Percent Completed (or notes on amount completed) | Date Completed | Comments or Notes | Checked |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| A Staff, Board of Directors, Volunteers, Work Assignments, and Technical Assistance | | | | | | |
| 1 | SPF Staff Hired (report name, percent of time, email address, phone number) | 1-Feb-07 | 100% | 1-Feb-07 | Hired Teran Lawlar SPF-SIG Coordinator | x |
| 2 | Supervise SPF staff/staff evaluation (note dates and any notes) | 1-Feb-07 | 100% | 1-Feb-07 | Discussed SPF-SIG Contract, expectations, job description, etc. Teran and Jim meet and review weekly. | x |
| 3 | Name, title, and phone number of the staff's supervisor | 1-Feb-07 | 100% | 1-Feb-07 | Jim Hissong, Human Services Coordinator for Uinta County 307-789-7194 ext 203 | x |
| 4 | Criminal history record compliance (briefly note yes or no if any action was taken this quarter--do not report names) | 1-Feb-07 | 100% | 1-Feb-07 | Yes - background check | x |
| 5 | Staff training and paid travel | 7-Mar-07 | 100% | 7-Mar-07 | SPF/WFLI Kickoff in Casper - Tera Lawlar and Jim Hissong | x |
| | (list all training paid under the contract, dates, traveler name, amount) | | | | Jim Hissong - CADCA Hotel (\$1137.02) Meals (\$258.82 + \$16.10 + \$13.13) Transportation (\$105.20 + \$24.68 + \$143.00 + \$74.59 + \$61.46) Dates: Casper Kick-off: Teran Lawlar: Hotel (\$194.40) Transportation/Mileage (\$348.71) Meals (\$6.08 + \$11.02 + \$10.24 + \$4.94) Jim Hissong: (Hotel (\$165.24) Transportation (\$310.74) Meals (\$27.45 + \$9.49) | x |
| 6 | Notify the Division of any board of directors/staffing changes | 1-Feb-07 | 100% | 1-Feb-07 | None to report | x |
| 7 | Other Contract Work Agreements (report details) | | | | | 0 |
| 8 | Complete agreement with SPF-TAC | | | | | |
| 9 | Other | | | | | |
| B Needs Assessment Activities | | | | | | |
| 1 | Needs Assessment Training/Winter 07 Meeting | Feb or March 2007 | 100% | 5-7 Mar-07 | SPF/WFLI Kickoff "Taking a Closer Look" in Casper, WY. Discussed workbook for Needs Assessment. | x |
| 2 | Needs Assessment Instrument Received | Feb or March 2007 | 100% | 5-7 Mar-07 | Received workbook, went through page by page for full understanding. | x |
| 3 | Data Collection | May-07 | 90% | Mid April-07 | Met with various agencies in UC to compile data. | x |
| 4 | Data Analysis | May-07 | 90% | Mid April-07 | Collected data for workbook to determine priorities and needs for Uinta County. | x |
| 5 | Priorities Identified | 7-May | 100% | 26-Apr-07 | Met with CAC to discuss our focus and priorities specific and unique to Uinta County. CAC did eventually determine priorities based on data collected. | x |
| 6 | Needs Assessment Sent to SAD | 1-Jun-07 | | | | |
| 7 | Receive SAD Comments @ Needs Assessment | 15-Jun-07 | | | | |
| | Revise Needs Assess/Submit Final | | | | | |
| 8 | Other | | | | | |
| C Community Infrastructure Activities | | | | | | |
| 1 | Community Advisory Council Activities briefly list CAC activities | | | | CAC has met a total of 6 times, however not all have been formal with the powerpoint presentation, etc. First meeting we introduced the SPF-SIG Grant, discussion of goals for the community and the purpose of this grant. CAC has teamed up with the block prevention people, CYC, and 21C to correlate and share data, as well as understand what is already being done in the county so we do not reinvent the wheel. | x |

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| | | | | | March 14, 07 - Eight CAC Members (plus Tera & Jim) March 28, 07 - Four CAC Members (plus Tera & Jim) March 29, 07 - Additional members interested in SPF-SIG, joined forces with CYC Meeting to share information April 12, 07 - Nine (plus Tera & Jim) CYC and PF met to share data, CYC made "Misuse of Alcohol" tager goal and focus. April 19, 07 - five members (plus Tera & Jim) PowerPoint Presentation overview of SPF-SIG, Packets for all CAC Members with data compiled specific to Uinta County, prioritized focus and goals for UC. April 26, 07 met with members who could not attend on 19th. Gave overview of meeting and organized future meetings. | x |
| 2 | Community Advisory Council Meetings List dates & number of people who attended <i>See below for membership report</i> | | 100% | 3-May-07 | | |
| | | | | | | |
| 3 | Budget and Funding Approved by CAC (<i>attach minutes</i>) | | | | | |
| 4 | Community Resource Assessment note date and attach report | | | | | |
| 5 | Present Findings/Process to Community | | | | | |
| 6 | (Optional) local SAPST and/or CADCA Training for SAC/Community | | | 7-May | Planning to have SAPST Training with Jim Hissong in Evanston. | x |
| 7 | Briefly describe how the community was involved in the SPF process during this reporting period | | | 26-Apr-07 | Members of the CAC helped determine needs of Uinta County. Shared information with several committees (School District and Random Drug Testing, Parent Advisory Council at EHS, etc.) to explain findings and obtain suggestions, ideas, etc. | x |
| 8 | Other CAC/Infrastructure | | | | | |

D Strategic Planning Activity

| | | | | | |
|--|-----------------------------------------------|-----------|--|--|--|
| | Attend Strategic Planning Training | Jul-07 | | | |
| | Receive Strategic Planning Materials from SAD | | | | |
| | Research Evidence Based Strategies | | | | |
| | Match Strategies to Data/Needs | | | | |
| | Write Strategic Plan | | | | |
| | Submit Strategic Plan to SAD | | | | |
| | Receive SAD Comments/Revise/Final Plan | 31-Aug-07 | | | |
| | Other | | | | |

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| E | Implementation (only with SAD approval) | | | | |
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F Deliverables and Assurances Reports

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|----|-----------------------------------------------------------------|-----------|------|-----------|----------------------------------------------------------------------------------------------------------------------------|
| | For February 1 - April 30 | | | | |
| 1 | May 15: Submit this report to SAD | 15-May-07 | 100% | 15-May-07 | |
| | | | | | |
| 2 | May 15: Submit Expenditure Report to SAD | 15-May-07 | 100% | 6-Apr-07 | Attached - Budget Request Form. Questions regarding budget, In-State travel...need to reallocate funds. |
| | | | | | |
| | For February 1 - June 30 | | | | |
| 3 | July 31: Submit CLI to SAMHSA | 31-Jul-07 | | | |
| | | | | | |
| | For May 1 - June 30 | | | | |
| 4 | July 31: Submit Expenditure Report to SAD | 31-Jul-07 | | | |
| | | | | | |
| | For May 1 - September 30 | | | | |
| 5 | October 15: Submit this report o SAD | 15-Oct-07 | | | |
| | | | | | |
| | For July 1 - September 30 | | | | |
| 6 | October 15: Submit Expenditure Report to SAD | 15-Oct-07 | | | |
| | | | | | |
| 7 | Complete evaluation agreement with WySAC | 30-Mar-07 | 100% | 15-Apr-07 | Debbie Nees contact with UC - needed signature page. |
| 8 | Provide any other evaluation information | | | 4-May-07 | Emailed Trish at WySAC regarding payment. \$924.25 |
| 9 | Submit any requested data | | | | |
| 10 | Obtain Chapter 16 Prevention Certification | | | | |
| | | | | | |
| 11 | On-Site evaluations or reviews | | | | April 29th, 07 - Met with Robert Keney in Evanston May 10th, 07 - Met with Eric Canen from WySAC to discuss data/PNA, etc. |
| 12 | Post 2 newspaper ads/articles about the SPF grant (attach copy) | | | | |

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| G | Other Information | | | | |
| 1 | Briefly describe any actions taken by the LEAD AGENCY (fiscal agency) board of directors or high level staff around the SPF SIG grant | | | | The Community Youth Coalition has decided to make their forcus, the 'misuse of alcohol' and emphasizing goals and expectations of the SPF-SIG. The focus areas of the needs assessment have been determined by the board and noted to administrators, police and other members of the CAC. |

